

Department of Early Learning

Policy Title:	10.6.7 Licensing File Consistency Policy			
Procedure:	See Attached			
References:				
Applies To:	Licensing Staff	Contact:	Provider Partnership Division	
Effective Date:	3-1-10	Review Date:	3-1-12	Created on: 3-1-09
Reviewed:	<input checked="" type="checkbox"/> Licensing Policy Administrator <input checked="" type="checkbox"/> LPART <input checked="" type="checkbox"/> SAMs			
Other Review (list)				
Director Approved:				

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with the WA state regulations. The term child care facility or child care licensee is used to indicate licensed family child care homes, child care centers and school age programs.

Purpose

Standardize the statewide process for the organization of licensing files housed in local field offices. Standardization includes: Contents and organization of the file.

Policy

- I. Each field office will adhere to the required content, organization of licensing files as defined in the attached Licensing File Consistency Procedure.
- II. Licensing files will be kept and ordered according to the sections described in the attached procedure.
- III. The transition to statewide file consistency will begin immediately for all newly licensed facilities. For existing licensing files, the transition will take place at the time of licensing renewal or at the required monitoring visit, whichever comes first.

Attachments

Licensing File Consistency Procedure
File Section Tabs